

United States Department of the Interior
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To: All Washington Office and Field Office Officials
Attn: Sign Coordinators

From: Director, National Business Center

Subject: Sign Coordinators Conference

DD: 11/04/02

The Annual Sign Coordinators Conference will be held November, 19, 20, and 21, 2002, in the East and Center conference rooms of Building 50, Denver Federal Center in Lakewood, Colorado. There will be two themes this year: **A**Working More Closely with the Forest Service[®] and **A**Implementing BLM's New Sign Initiatives.[®] The Conference will begin at 1:00 p.m. on Tuesday and go until 4:30 p.m. on Thursday.

Co-location and co-management issues are steadily increasing and, in some areas, are becoming a way of life. John Bell, the Sign Coordinator for the U.S. Forest Service, will be discussing signing within the Forest Service. We will also have a session with Forest Service Regional Sign Managers and our employees on problem identification and resolution.

Image and identity issues continue to concern Bureau managers, and signs are in the forefront of this concern. There are a number of sign-related initiatives that will be introduced in FY 2003. The Budget Strategy Team has recommended that \$1 million of deferred maintenance funds be directed toward implementing new sign standards. The November Executive Leadership Team will review these recommendations and will provide guidance for disbursing these funds. At this conference, the parameters for qualifying for the sign money will be addressed, along with changes in the design standards. The new Sign Manual and the Sign Guidebook will also be discussed.

We would like to invite state and field office sign coordinators, as well as others who have signage responsibilities, to attend. In order to have a responsive sign management program, it is critical to involve all parties who have input in the sign process. This includes sign coordinators, recreation planners, interpretative specialists, engineers, and other relevant disciplines.

A block of rooms have been reserved at the government rate of \$69 per night at the Stonebridge Hotel Denver West/Lakewood. Please contact the Stonebridge directly at 303-969-9900 and ask for a room that is being held under the group name of BLM-Sign Coordinators. Rooms will be held at this rate until Monday, November 4, 2002.

For your information, a draft agenda is attached. As we get closer to the conference date, we will develop a final agenda, along with additional administrative information.

Please contact Lee Campbell by phone or email by November 4, 2002, to let him know who is attending. Questions or concerns can also be addressed to Lee at 303-236-9422.

Signed by:
Dennis Sykes
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

1 Attachment
1 - Preliminary Draft Agenda (2 pp)

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